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WAR FOOD ADMINISTRATION
Commodity Credit Corporation
Office of Supply

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Storage
Inventory Records

Shipping and Storage Branch Memorandum No. 35.2

REGIONAL INVENTORY OF COMMODITIES

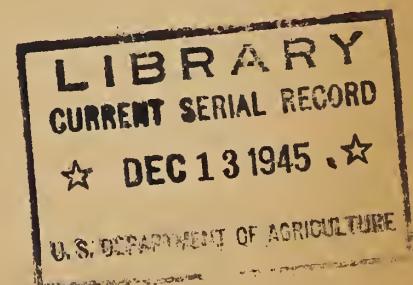
I General

- A. The Regional Shipping and Storage Offices will be responsible for the maintenance of inventory records for all positions of the commodities owned by the Office of Supply, CCC. These inventory records will be kept for (1) operating and (2) reporting purposes.
- B. Regional Shipping and Storage Offices will assume responsibility for the inventory beginning August 15, 1945. In the meantime the commodities grouped presently in the six Commodity Units, Storage Division, in Washington will be taken into the regional inventory on a weekly basis over a period of six weeks. The Commodity Unit schedule is as follows:
 - 1. Fresh Fruits and Vegetables - - - - - June 25, 1945
 - 2. Dairy and Poultry - - - - - July 2, 1945
 - 3. Livestock and Meats Products - - - - - July 9, 1945
 - 4. General Commodities - - - - - July 16, 1945
 - 5. Canned Edible Products - - - - - July 23, 1945
 - 6. Grain Products - - - - - July 30, 1945

II Inventory Information Needed by the Washington Office

- A. Records will be kept in Regional S & S Offices for the periodic reporting to Washington of the total inventory and status of programs by commodity and region; as follows:
 - 1. Vendor availability
 - 2. Warehouse availability
 - 3. Ordered but not shipped to storage
 - 4. Enroute to storage
 - 5. Ordered but not shipped to program
 - 6. Enroute to program
 - 7. Arrived (for program only)
 - 8. Lifted (for program only)

Distribution Code "A"
June 15, 1945



III Operating Records

- A. Region of destination will prepare car cards. The car cards will be prepared from the telegraphic reports of shipment from the region of origin or from the shipper in case the region of destination is also the region of origin. Complete information for identification purposes for each car or lot shipped will be recorded on car cards. When car cards are prepared, they will be maintained by commodity and position of the car or lot for operating purposes.
- B. Purchase Abstracts, Form FDA-755, will be used in Regional S & S Offices to maintain operating records of vendor availability. Vendor ticket information will be posted in the columns provided for this purpose.
 1. For operating and reporting purposes, the commodities available from processors will be considered vendor availability.
 2. Procurement and Price Support Branch will distribute copies of purchase abstracts prepared in Washington to the Shipping and Storage Branch, from which point, distribution will be made to the Regional S & S Offices involved. When the commodity delivery date is relatively close to the date of the receipt of purchase abstracts, complete abstract information will be forwarded to the appropriate Regional S & S Office by teletype. In case a purchase abstract covers more than one F. O. B. point and the F. O. B. points are in different regions, a copy of the abstract will be furnished all the regions involved. Purchase abstracts upon which action is to be taken will be stamped "Action Copy". Abstracts to Midwestern, Southwestern, and Western Regions will be sent airmail. Periodic lists of abstracts issued to the regions will be prepared and furnished the regions as a check on the receipt of abstracts.
 3. Purchase abstracts which are prepared in Regional Procurement and Price Support Divisions will be delivered directly to the Regional S & S Offices. In such instances, S & S in Washington will secure a copy of the abstracts from Procurement and Price Support Branch for record purposes only. When the commodity is to be moved to storage, Regional S & S Offices will request the Storage Division in Washington for territorial location of storage. In case an abstract so delivered involves F. O. B. points located in other regions, the Regional S & S Office receiving the abstract will be responsible for sending a copy of the abstract to the appropriate region.

IV Reporting Records

- A. Individual Warehouse Inventory Control, Form CCC-192, will be kept in Regional S & S Offices to currently provide summary information on individual warehouse availability. Information to be posted on this form will be taken from inbound and outbound tickets and from Inventory Control Committee's numbered memoranda.

- B. State Inventory Control, Form CCC-193, is designed to give summary information on commodities available in warehouses by state. The information to be posted on this form will be taken from the Individual Warehouse Inventory Control, Form CCC-192.
- C. Control of Ordered but Not Shipped to Warehouse, Form CCC-207, is designed to give summary information on ordered but not shipped commodities to storage. The information to be posted on this form will be taken from order tickets covering movements into storage and from car cards prepared from telegraphic reports of shipment.
- D. Enroute Control, Form CCC-208, is designed to give summary enroute information on shipments to storage. The information to be posted on this form will be taken from car cards prepared after receipt of telegraphic reports of shipment and from wire receipt reports from warehouses.
- E. Summary Vendor Availability, Form CCC-346, is designed to give summary vendor availability information by state. The information to be posted on it will be taken from purchase abstracts and from those columns on purchase abstracts in which vendor ticket information is posted.
- F. Request for Delivery, Form CCC-140, will be prepared in Regional S & S Offices of origin when program shipping instructions are received from the Storage Division in Washington. Form CCC-140 will be used for maintaining ordered but not shipped and enroute to program information. The information to be posted on this form will be taken from order tickets and telegraphic reports of shipment. The Program Management Division in Washington will furnish a copy of Forms CCC-140 to the Regional S & S Offices of destination. In order to report the status of programs, destination regions will post information on this form from telegraphic reports of shipment and arrival and lifted reports from port offices.

V Inventory Reporting to Washington by Regional S & S Offices

- A. As of the close of business on the 20th day of each month, or whenever a special report is requested by the Chief, Shipping and Storage Branch, the Regional S & S Offices will prepare the Regional Program Status Report, Form CCC-347, and the Regional Availability Report, Form CCC-348, to furnish the inventory position information for each commodity and program.
 - 1. Regional Program Status Report, Form CCC-347, is designed to give status of programs by destination regions. The information to be posted on this form will be secured from the Request for Delivery, Form CCC-140. The original of the report when completed will be sent airmail to the Chief, Program Management Division in Washington.
 - 2. Regional Availability Report, Form CCC-348, will be used to report inventory information for commodities by regions. The information to be recorded thereon will be taken from the State Inventory Control

Form CCC-193, Control of Ordered but Not Shipped to Warehouse,
Form CCC-207, Enroute Control, Form CCC-208, and from the Summary
Vendor Availability, Form CCC-346. The original of the report
when completed will be sent airmail to the Chief, Storage Division
in Washington.

7/17/62
Chief, Shipping and Storage Branch

Distribution Code A

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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 35.2 (REV 1)

Field Offices Inventory of Commodities

I Purpose

The purpose of this memorandum is to outline the responsibilities of the Shipping and Storage Field Offices for the maintenance of inventory records and reports of commodities (excepting Frozen Meat which is provided for in Shipping and Storage Branch Memorandum No. 43.1) owned by the Production and Marketing Administration.

II Inventory Reports Needed

Records shall be maintained in field offices to provide for the submission of periodic total inventory reports to the Shipping and Storage Branch in Washington by commodity and type (as shown in listing of Commodities for Monthly Availability Report) and field office in the following manner:

1. Vendor Availability
2. Warehouse Availability
3. Ordered But Not Shipped to Storage
4. En Route to Storage
5. Unfilled Requests for Delivery by FAS No.

III Operating Records

- A. Based upon information contained in telegraphic reports of shipment from a field office of origin or from the shipper (in the event the field office of destination is also the field office of origin) the field office of destination shall prepare a "Notice of Commodities Shipped/Unloaded" teletype message (hereinafter referred to as "car card"). Complete information for the identification of each car or lot shipped/unloaded will be recorded on car cards which will be maintained by commodities and position of the car or lot for operating purposes.
- B. Purchase abstracts (Form FDA-755) will be used in field offices to maintain operating records of vendor availability. Vendor ticket information will be posted in the columns provided for this purpose. (Distribution of purchase abstracts is set forth in Shipping and Storage Branch Memorandum 42.1 Revision 1.)

Note: For operating and reporting purposes, the commodities available from processors will be considered "vendor availability".

IV Reporting Records Maintained by Field Office

- A. Individual Warehouse Inventory Control, Form SS-20 (formerly Form CCC-192) will be maintained in Shipping and Storage field offices to currently provide summary information on individual warehouse availability. Information to be posted on this form will be taken from inbound and outbound tickets and from numbered memoranda from the Assistant Administrator for Inventory Management.
- B. Control of Ordered But Not Shipped to "arehouse, Form CCC-207 provides for summary information on commodities which have been ordered but not shipped. This form is designed to provide for the suspension of any orders not shipped 15 days after the expiration of the delivery date as given in the purchase abstract. (See Shipping and Storage Branch Memorandum 41.2 "Undelivered Contract Balances".) Information to be posted on Form CCC-207 will be taken from order tickets covering movements into storage and from "car cards" prepared from telegraphic reports of shipment.
- C. En Route Control, Form CCC-208 provides for a summary information on commodities that are en route to storage. Information to be posted on this form will be obtained from "car cards" reporting shipment and from the telegraphic reports from warehouses after receipt of commodities. Any difference in the quantity actually received from the amount reported shipped will reflect the commodities en route to storage and/or those received over, short or damaged.
- D. Summary Vendor Availability, Form SS-23 (formerly Form CCC-346) is designed to provide summary vendor availability. The information to be posted on this form will be taken from purchase abstracts and from those columns on purchase abstracts in which vendor ticket information is posted.
 - (1) Purchase abstracts covering vendor availability from optional FOB points located in different regions will require a separate Form SS-20. "Optional FOB Points Different Regions" should be inserted in the space for "State of Origin." Such Form SS-20 shall be held in abeyance until FOB point from which vendor will ship is determined. If shipment is to be made from FOB points in other regions, this record on Form SS-20 will be canceled.

(2) Purchase abstracts covering optional FOB points located in different regions and where the vendor wishes to have shipping instructions sent to a home office, will require that the Field Office of Shipping and Storage having jurisdiction over the area in which the home office (or other designated central point) is located be responsible for recording the availability on Form SS-20 and ordering shipments made.

E. Request for Delivery - Form CCC-140

Field Office of Origin -

On the basis of the FAS number, may prepare Form CCC-140 for the purpose of maintaining ordered but not shipped and en route to program information. The information to be posted to the Form CCC-140 would be taken from order tickets and telegraphic reports of shipment.

Field Office of Destination -

Will receive a copy of Form CCC-140 from the Program Management Division in Washington. In order to report the status of programs, field offices of destination will post information on this form from telegraphic reports of shipment, and arrival and lifted reports from sub (port) offices.

V Inventory Reporting to Washington

A. To Storage Division -- Availability Report

Not later than the close of business on the second working day after the 20th day of each month (or whenever a special report is requested by the Director, Shipping and Storage Branch) the Field Office shall teletype the Chief Storage Division a report as of close of business on the 20th day of each month or such other date as may be designated, showing regional totals and only for the commodities on which there is availability. Figures shall be given in millions of pounds carried to the second decimal. Teletype messages shall be addressed Raeder/Jensen.

This teletype message should be headed "Availability Report" followed by the date, and should first provide the name and description of the commodity with these added items of information:

Stocks in Warehouse Not Ordered Out But Excluding
only Commodities Which Have Been Declared Out of
Condition and those Held for Commercial Sale

En Route to Warehouse

Ordered But Not Shipped to Warehouse

Total of Above Three

Vendor Contracts With Delivery Date of

(current month) (day)

or Prior Not as Yet Ordered Out

Vendor Contracts for Not as Yet Ordered Out
(succeeding month)

Vendor Contracts for (next succeeding month)

Vendor Contracts for (subsequent to above)

An example of a typical teletype Availability Report would be as follows, with items of information to be furnished abbreviated so that message may be teletyped across the page.

"Availability Report -- 10/23/45

	E. R.	O.N.S.		Past			
In	to	to		Due	Nov.	Dec.	Subs
Whse.	Whse.	Whse.	Total				
Lard Refined 37# tin							
4.86	1.23	2.78	8.87	1.63	7.42	4.98	1.54

All field offices shall furnish the above information in totals for the territory with the exception of the Chicago Field Office which shall prepare two teletype messages. One showing totals of commodities available by States East of the Mississippi River and the other showing this information by States West of the Mississippi River.

B. To Program Management Division -- Unfilled FAS Report

Not later than the close of business of the first working day after the 20th day of each month the Field Office shall teletype the Chief of the Program Management Division a report of any FAS numbers on which there has been no inventory reduction due to fact that shipping instructions have not been issued. This report will be prepared by

FAS Number

Commodity

Quantity

and the teletype message shall be addressed to Spence/Mullen

VI Monthly Commodity Maintenance Report

A. Not later than the 25th day of each month, or whenever a special listing may be requested by the Director, Shipping and Storage Branch, the Field Offices of Shipping and Storage shall prepare and transmit to the Inspection and Maintenance Division, Shipping and Storage Branch in Washington a listing of all commodities which are believed to be subject to deterioration if held in storage for an additional 30 day period. The items to be included in this report will reflect the commodities which will have been stored for a period which is believed to be the maximum time such commodities may be safely stored.

The cut-off date for this report shall be the 20th day of each calendar month.

B. The Inspection and Maintenance Division, Shipping and Storage Branch, upon receipt of the Monthly Commodity Maintenance Report will request a commodity inspection by the appropriate commodity branch of PMA and on the basis of the inspection report and other related data shall take such steps as may be deemed appropriate to offer commodities for sale or make other disposition thereof.

VII Superseded Memorandum

This memorandum is effective immediately and supersedes Shipping and Storage Branch Memorandum No. 35.2 entitled "Regional Inventory of Commodities" dated June 15, 1945.

H. O. Warlick

H. O. Warlick, Colonel, G.S.C.
Director, Shipping & Storage Branch

